

Empowering Women in International Affairs



Project Title	Empowering Women in International Affairs
Project Summary	Support the Executive Women at State (EW@S) employee affinity group in our efforts to advocate for opportunities for women in the State Department by serving as a virtual intern for one of our four committees: Communication & Outreach, Issues, Mentoring & Liaison, and Programs.
Country	United States

Project Description

Executive Women at State is an employee affinity group that brings together members across experience levels and divisions of the State Department to advocate for women's advancement up through the ranks of the Department. EW@S seeks 4 interns interested in women in leadership. The interns will be assigned to our committees--Communication & Outreach, Issues, Mentoring & Liaison, and Programs--to work on the following:

- 1) Communications & Outreach Committee (1 intern): Create eye-catching visual and written products to facilitate internal communication.
 - Design monthly newsletter, create content for newsletter and social media
 - Create surveys to assess member reactions to our events and advocacy, and elicit input on future efforts
 - Attend monthly committee and board meetings remotely, take meeting minutes and action items for distributionThe Communications Committee intern should have and use Google Drive and a platform for creating newsletters (e.g., Canva, Adobe Creative Suite, Publisher, etc.).
- 2) Issues Committee (1 Intern): Keep the committee up to date with Department of State publicly available data on hiring, retention, and the promotion of women.
 - Track publicly available data on hiring, retention, and the promotion of women
 - Present data in visually appealing ways
 - Research trends in hiring, retention, and the promotion of women in the federal service and in the private sectorThe Issues Committee intern should be interested in data! How to track data, manipulated it, and showcase it visually. Strong research and analytical skills are a must. Coursework in probability and statistics is helpful. The intern should have and use Microsoft Excel and Powerpoint.
- 3) Mentoring & Liaison Committee (1 Intern): Facilitate mentoring activities for our membership and help the committee liaise with other Departmental entities to provide mentoring opportunities.
 - Research theories on and barriers to mentorship in the workplace, present findings to the committee
 - Brainstorm and assist with events and activities to facilitate relationship building in the organization
 - Attend remotely Departmental employee affinity group mentoring meetings, take notes for distribution within the committeeThe Mentoring & Liaison Committee intern should possess strong research and analytical writing skills.
- 4) Programs Committee (1 Intern): Assist the Programs Committee to plan and execute events for our membership and the broader State Department community.

-Research possible thematic events related to women's empowerment and identify potential speakers to create a list of resources and toolkits
-Assist with design and creation of invitations and promotional materials for events
-Attend our events remotely, take notes, and prepare read-outs for the board and committee
The Programs Committee intern should be interested in event planning and be familiar with current issues facing women in the federal workplace.

Required Skills or Interests

Skill(s)
Analytical writing
Data analysis
Data visualization
Editing and proofreading
Graphic design
Infographic design
Research
Social media management
Survey / polling design
Writing

Additional Information

Candidates may indicate their interest in one or more of the referenced committees. Interns may at times work on EW@S projects beyond their committees' responsibilities.

All candidates must have regular access to the internet and Microsoft Office products.

Language Requirements

None